



Chilkoot Indian Association

Federally Recognized Tribe

P.O. Box 490 Haines, Alaska 99827 907.766.2323



Employment Application

PERSONAL:

Name _____

Address _____

Phone Number _____

Alaska Drivers License _____ Expiration _____

Are you 18 years old or over? ____ Yes ____ No

Are you legally eligible for employment in the United States? ____ Yes ____ No

(If offered employment, you will be required to provide documentation to verify eligibility.)

Position Sought _____

____ Full Time ____ Part Time

Date Available _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge and authorize the Chilkoot Indian Association to verify their accuracy and to obtain reference information on my work performance. I hereby release The Chilkoot Indian Association from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Association. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Association may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date _____

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: Number of Years Completed (circle) 1 2 3 4

Diploma ___ Yes ___ No **G.E.D.** ___ Yes ___ No

School _____ City/State _____

College and/or Vocational School:

School _____ City/State _____
Major _____ Degree Earned _____ Date _____

School _____ City/State _____
Major _____ Degree Earned _____ Date _____

School _____ City/State _____
Major _____ Degree Earned _____ Date _____

Other Training:

School _____ City/State _____
Course _____ Certificate Earned _____ Date _____

School _____ City/State _____
Course _____ Certificate Earned _____ Date _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License Held _____

State of Alaska License Number _____

License Expiration Date _____

Professional Memberships _____

(You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

COMPUTER SKILLS:

Data Entry/ _____	Spreadsheets _____	Word Processing _____	Data Bases _____	Power Point _____
Other Software Skills: _____				

EMPLOYMENT: List last employer first, including U.S. Military Service.

May we contact your present employer? Yes No

Employer _____ Position _____
Telephone _____ E-mail _____
Dates of Employment: From _____ To _____
Reason for Leaving _____

Employer _____ Position _____
Telephone _____ E-mail _____
Dates of Employment: From _____ To _____
Reason for Leaving _____

Employer _____ Position _____
Telephone _____ E-mail _____
Dates of Employment: From _____ To _____
Reason for Leaving _____

Employer _____ Position _____
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Employer _____ Position _____
Telephone _____ E-mail _____
Dates of Employment: From _____ To _____
Reason for Leaving _____

Employer _____ Position _____
Telephone _____ E-mail _____
Dates of Employment: From _____ To _____
Reason for Leaving _____

Explain any gaps in work history _____

REFERENCES: Please provide the contact information for three professional references.

Name _____
Relationship _____
Phone _____ E-mail _____

Name _____
Relationship _____
Phone _____ E-mail _____

Name _____
Relationship _____
Phone _____ E-mail _____

RECORD OF CONVICTION:

Have you ever been convicted of a crime? Yes No

If yes, explain: _____

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

Are there any felony charges pending against you? Yes No

If yes, explain: _____

Please return completed form to:

Human Resources
Chilkoot Indian Association
124 3rd Ave S
PO Box 490
Haines, AK 99827